

Retention and Classification Report

Agency: Utah County (Utah). County Clerk (1215)

Administration Building
100 East Center Street, #3600
Provo, UT 84606

Records Officer

05018	Election registers
05019	Election returns
05585	Marriage license applications
23297	Marriage license record book index
06129	Marriage licenses
23290	Marriage record books
13489	Personnel files
05046	Wildlife bounty affidavit book

AGENCY: Utah County (Utah). County Clerk

SERIES: 5018

3

TITLE: Election registers

DATES: 1966

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These books are the official listing of all registered voters in the county for the primary and general elections. There is a booklet for each election district in the county. "A person may not vote at any election unless that person is registered to vote as required" by law (UCA 20A-2-102 (1995)). The registers' columns provide for the following entries: "registered voter's name; grounds for challenge; name for person challenging a voter; ballot numbers [for] primary, November, bond [elections]; date of birth; place of birth; place of current residence; street address, zip code; and space for the voter to sign his name for each election" (UCA 20a-5-401 (1995)). These lists are used at the polls by the election judges to identify registered voters and to record ballot numbers on election day. After the election day they are used for comparison when canvassing for elections.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

AGENCY: Utah County (Utah). County Clerk

SERIES: 5018

TITLE: Election registers

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 5019

3

TITLE: Election returns

DATES: 1940-1948; 1966

ARRANGEMENT: Chronological.

DESCRIPTION:

These are books containing the tabulations of paper ballots counted by the election judges. They serve as the official tally of votes for primary, special, and general elections.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in State Records Center for 4 years and then destroy.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 5585

4

TITLE: Marriage license applications

DATES: 1897-

ARRANGEMENT: Numerical, with numbers assigned chronologically by application date.

DESCRIPTION:

The county clerk registers each couple through an application process to prove their identity and record other information which permits the couple to receive their license to be legally married. The information includes: application number; names and addresses of the couple; color or race; marital status; places and dates of birth; occupation of applicants; names, birthplaces, and nationalities of fathers; maiden names, birthplaces, and nationalities of mothers; statements that applicants are free from venereal disease or chronic epilepsy; maiden name of female (if previously married); signatures of applicants; consent of parent or guardian if either applicant is a minor; signatures of witnesses and county clerk; and date application was filed.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 24.

AUTHORIZED: 12/28/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Records Center for 100 years and then transfer to State Archives with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Utah County (Utah). County Clerk

SERIES: 5585

TITLE: Marriage license applications

(continued)

Microfilm duplicate: For records prior to and including 1900.
Retain in State Archives permanently with authority to weed.

Paper: For records prior to and including 1955. Retain in State
Records Center for 100 years and then transfer to State Archives
with authority to weed.

Paper: For records beginning in 1955 and continuing to the
present. Retain in Office permanently.

APPRAISAL:

Historical

This disposition is based on the information provided to
genealogists and others interested in marriage patterns in Utah.

PRIMARY CLASSIFICATION:

Private as these include records of minors, they are not public for
100 years

AGENCY: Utah County (Utah). County Clerk

SERIES: 23297

3

TITLE: Marriage license record book index

DATES: 1892-1912

ARRANGEMENT: Alphabetical by first letter of surname

DESCRIPTION:

This index covers record books 2 through 6; record books may also be indexed with the individual volume. The index gives names of males and names of females on alternate pages along with the record book volume and page number.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Records Center for 100 years and then transfer to State Archives with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Utah County (Utah). County Clerk

SERIES: 6129

4

TITLE: Marriage licenses

DATES: 1904-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains marriage licenses granted in Utah County. The information includes names, addresses, and ages of bride and groom; date and number of license; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 25.

AUTHORIZED: 04/04/2000

FORMAT MANAGEMENT:

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Microfilm master: Retain in Agency Record Center permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

AGENCY: Utah County (Utah). County Clerk

SERIES: 6129

TITLE: Marriage licenses

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 23290

4

TITLE: Marriage record books

DATES: 1887-

ARRANGEMENT: Chronological by recording date.

DESCRIPTION:

These volumes are the recorded copy of marriage licenses. The first volume is handwritten and certifies that the marriage took place, giving location, date, names of officiator and witnesses, and the names of the bride and groom. Subsequent volumes are pre-printed forms which include the clerk's authorization to marry as well as the record of the actual marriage. The authorization form has blanks for the parties' names, residences, ages, note of parental authorization if the party is under age, clerk's office location, date, and clerk's signature. The marriage record remained substantially the same.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 25.

AUTHORIZED: 12/28/2000

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Records Center for 100 years and then transfer to State Archives with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Historical

This disposition is based on the information provided to genealogists and others interested in marriage patterns in Utah.

AGENCY: Utah County (Utah). County Clerk

SERIES: 23290

TITLE: Marriage record books

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 13489

1

TITLE: Personnel files

DATES: 1947-

ARRANGEMENT: alphabetical by surname

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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AGENCY: Utah County (Utah). County Clerk

SERIES: 5046

3

TITLE: Wildlife bounty affidavit book

DATES: 1901-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.